

Position Description

Position	Radiographic Assistant
Team / Service	Radiology Services
Directorate	Hospital Operations
District	Capital, Coast & Hutt Valley
Responsible to	Unit Charge
Children's Act 2014	This position is classified as a children's worker, requiring a safety check including police vetting before commencing and every three years
Location	This position is expected to work from Wellington Regional Hospital and Kenepuru Hospital.

Te Whatu Ora

The Health System in Aotearoa is entering a period of transformation as we implement the Pae Ora/Healthy Futures vision of a reformed system where people live longer in good health, have improved quality of life, and there is equity between all groups.

We want to build a healthcare system that works collectively and cohesively around a shared set of values and a culture that enables everyone to bring their best to work and feel proud when they go home to their whānau, friends and community. The reforms are expected to achieve five system shifts. These are:

1. The health system will reinforce Te Tiriti principles and obligations
2. All people will be able to access a comprehensive range of support in their local communities to help them stay well
3. Everyone will have equal access to high quality emergency and specialist care when they need it
4. Digital services will provide more people the care they need in their homes and communities
5. Health and care workers will be valued and well-trained for the future health system

Context

Capital, Coast & Hutt Valley district provides hospital and health services in primary, secondary and tertiary healthcare to a total population base of approximately 445,000 citizens.

We are accountable for meeting the needs of and improving health outcomes for all the constituent populations of our district, and the region more broadly. Together we:

- provide secondary and tertiary, medical and surgical hospital services alongside community based health care
- fund local health providers and work collaboratively with the community to create and support multiple health education initiatives and projects within the region
- deliver health services directly as well as contracting external providers
- provide local, sub-regional, regional and national health services as well as community-based health, rehabilitation and support services.

The majority of the district's population live in Wellington and Lower Hutt. The Māori and Pacific populations of Lower Hutt and Wellington are proportionally similar, with the largest Pacific population in the region in Porirua. Kapiti and Upper Hutt have similar numbers of Māori and Pacific people. Most people are enrolled with a GP near their place of residence, so the increasing focus on community-based healthcare is expected to lead to better health outcomes for these population groups. Hutt Hospital provides secondary and some tertiary, medical and surgical hospital services alongside community based health care from its main facility in Lower Hutt City. In addition to funding local health providers and working collaboratively with the community to create and support multiple health education initiatives and projects, Hutt Hospital is the centre for five tertiary regional and sub-regional services - Plastics, Maxillofacial and Burns Services; Rheumatology; Dental Services; Regional Public Health; and Regional (Breast and Cervical) Screening Services.

Wellington Regional Hospital in Newtown is the region's main tertiary hospital with services such as complex specialist and acute procedures, intensive care, cardiac surgery, cancer care, neurosurgery and renal care. The hospital is the key tertiary referral centre for the lower half of the North Island and the upper half of the South Island.

Kenepuru Community Hospital and Kapiti Health Centre provide secondary and community services based in Porirua and the Kapiti Coast

MHAIDS is the mental health, addictions and intellectual disability service for the Wairarapa District and Capital, Coast & Hutt Valley District, with multiple specialist facilities. Ratonga Rua-o- Porirua is our forensic, rehabilitation and intellectual disability inpatient unit.

Te Tiriti o Waitangi and Māori Health Outcomes

Māori are the indigenous peoples of Aotearoa. We have particular responsibilities and accountabilities through this founding document of Aotearoa. We value Te Tiriti and have adopted the following four goals, developed by the Ministry of Health, each expressed in terms of mana and the principles of:

Mana whakahaere Effective and appropriate stewardship or kaitiakitanga over the health and disability system. This goes beyond the management of assets or resources.

Mana motuhake Enabling the right for Māori to be Māori (Māori self-determination); to exercise their authority over their lives, and to live on Māori terms and according to Māori philosophies, values and practices including tikanga Māori.

Mana tāngata Achieving equity in health and disability outcomes for Māori across the life course and contributing to Māori wellness.

Mana Māori Enabling Ritenga Māori (Māori customary rituals) which are framed by Te Aō Māori (the Māori world), enacted through tikanga Māori (Māori philosophy & customary practices) and encapsulated within mātauranga Māori (Māori knowledge).

We will target, plan and drive our health services to create equity of health care for Māori to attain good health and well-being, while developing partnerships with the wider social sector to support whole of system change.

The Vision, Mission and Values from our District

We bring forward and join our values within our district. These will change as we become a team of teams within Te Whatu Ora.

Hutt Valley

Vision

Whanau Ora ki te Awakairangi: Healthy people, healthy families and healthy communities are so interlinked that it is impossible to identify which one comes first and then leads to another.

Mission

Working together for health and wellbeing.

Ō mātou uara – Values

Mahi Pai 'Can do': Mahi Tahi in Partnership: Mahi Tahi Te Atawhai Tonu Always caring and Mahi Rangatira being our Best

Capital and Coast

Vision

Keeping our community healthy and well

Mission

Together, Improve the Health and Independence of the People of the District

Value

Manaakitanga – Respect, caring, kindness
Kotahitanga – Connection, unity, equity
Rangatiratanga – Autonomy, integrity, excellence

District Responsibility

The district leadership have collective accountability for leading with integrity and transparency a progressive, high performing organisation, aimed at improving the health and independence of the community we serve and achieving equitable outcomes for all. The leadership team are responsible for achieving this aim, aligned with our Region, within the available resources, through a skilled, empowered, motivated and supported workforce in line with government and HNZ policy.

Team/Service Perspective

Radiology Services provide a wide range of Diagnostic Imaging for Capital and Coast DHB and adjacent regions, including Angiography, CT, Fluoroscopy, Mammography, MRI, Nuclear Medicine, Ultrasound and General Radiography.

The Radiology service is multi-disciplinary, employing Radiologists, Nurses, Administration Support Staff and Medical Imaging Technologists and is a training institution for Radiology Registrar's, MITs and Sonographers.

Purpose of the role

To provide efficient and high quality patient focussed imaging for CC Radiology Services.

The Radiographic Assistant is an integral member of the Radiology team. The team is dedicated to the provision of an efficient and high quality patient focused imaging service at Capital and Coast. Radiology services are provided twenty four hours a day seven days a week.

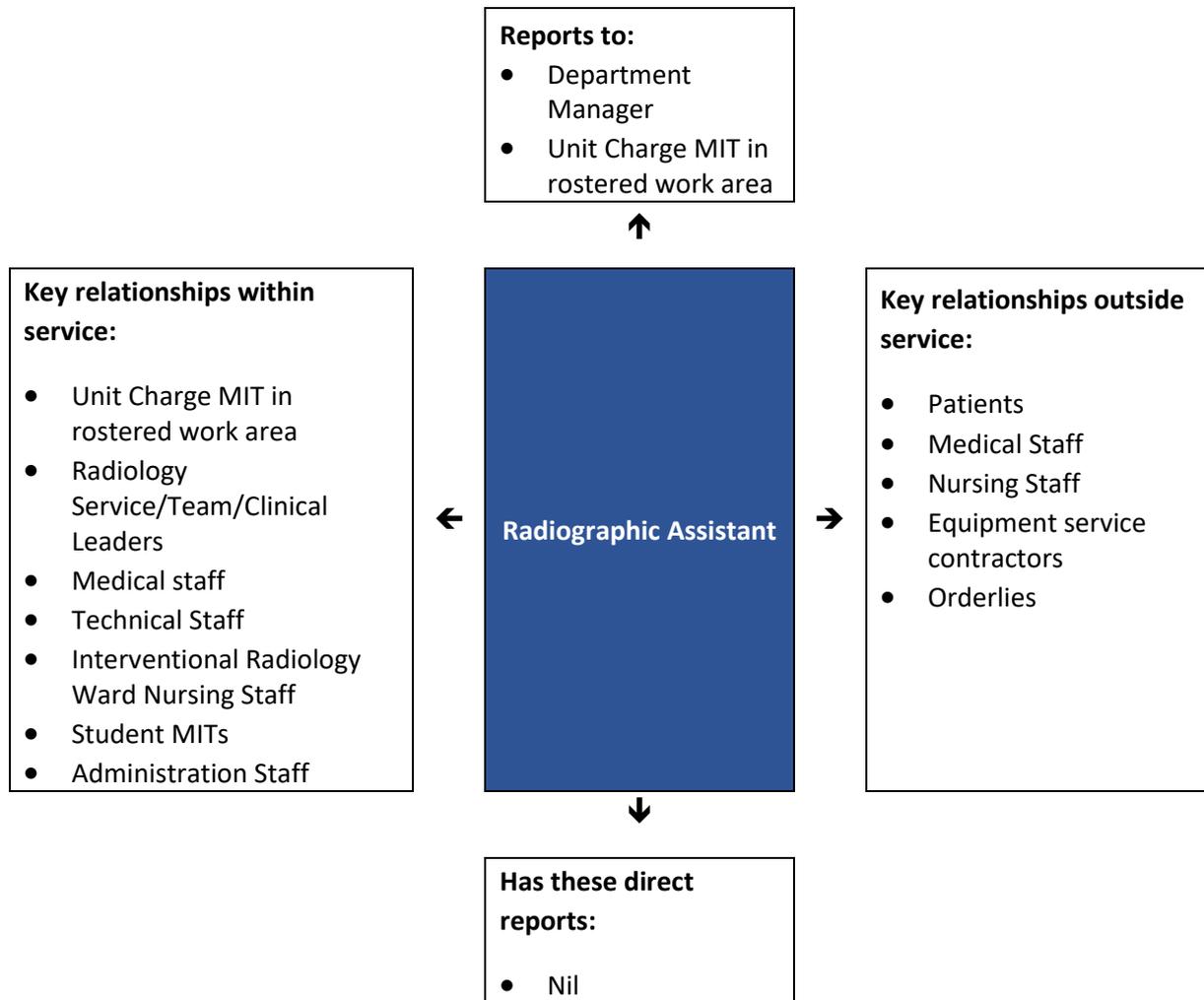
Key Accountabilities

The following role accountabilities may evolve with organisational change and there may be additional duties, relevant to this position that will be required to be performed from time to time.

Key accountabilities	Deliverables / Outcomes
1. CCDHB Staff Communication	<ul style="list-style-type: none"> ▪ Must communicate with CC staff according to the Code of Conduct ▪ Patients are communicated with according to the HDC Code of Patient Rights ▪ All written and verbal communication is correct and appropriate
2. Patient Care	<ul style="list-style-type: none"> ▪ Deliver patient care to ensure that the patient remains as comfortable as possible at all times ▪ Provide assistance to patients as required ▪ Supports patient care according to HDC Code of Patient rights ▪ Record required procedural information in the Radiology Information System
3. Equipment and Supplies	<ul style="list-style-type: none"> ▪ Assist with maintaining equipment and supplies required within the service ▪ Follow radiology equipment fault reporting process ▪ Participate in equipment quality assurance activities ▪ Ability to identify areas of knowledge gaps with regards to equipment functionality
4. Professionalism	<ul style="list-style-type: none"> ▪ Maintains good communication links between Radiology teams and wards ▪ Initiative and team work is demonstrated during all duties ▪ Assists with protocol development and documentation required for ancillary services ▪ Assists with administrative duties ▪ Supports the Unit Charge
5. Quality and Risk	<ul style="list-style-type: none"> ▪ Participate in Reportable event process ▪ Participate in service quality improvement initiatives
6. Training & Development	<ul style="list-style-type: none"> ▪ Attends appropriate CC training ▪ Knows his/her own limitations and works within these ▪ Participate in staff training sessions; Radiation Safety, Infection Control, CPR, Fire and Manual Handling
7. Health & Safety	<ul style="list-style-type: none"> ▪ Ensure all Health & Safety obligations under the legislation are applied and managed to and that a culture of safe practice is second nature

Key accountabilities	Deliverables / Outcomes
	<ul style="list-style-type: none"> ▪ Actively support and ensure compliance with Health & Safety policy and procedures; ensuring staff also support and comply. ▪ Maintain a proactive culture of Health & Safety supported by systems. ▪ Ensure providers are aware of and have processes to comply with their health and safety responsibilities

Key Relationships & Authorities



Capability Profile

Solid performance in the role requires demonstration of the following competencies. These competencies provide a framework for selection and development.

Competency	Behaviours
Composure	<ul style="list-style-type: none"> • Is calm under pressure • Does not become defensive or irritated in challenging situations • Is considered mature • Can be counted on to hold things together during tough times • Can handle stress • Enjoys diversity and flexibility with the working day and responds positively to unplanned change • Doesn't show frustration when resisted or blocked • Is a settling influence in a crisis
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Doesn't misrepresent her/himself for personal gain
Teamwork	<ul style="list-style-type: none"> • Develops constructive working relationships with other team members. • Has a friendly manner and a positive sense of humour. • Works cooperatively - willingly sharing knowledge and expertise with colleagues. • Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments. • Supports in word and action decisions that have been made by the team. • Shows an understanding of how one's own role directly or indirectly supports the health and independence of the community.
Communication	<ul style="list-style-type: none"> • Practises active and attentive listening. • Explains information and gives instructions in clear and simple terms. • Willingly answers questions and concerns raised by others. • Responds in a non-defensive way when asked about errors or oversights, or when own position is challenged. • Is confident and appropriately assertive in dealing with others. • Deals effectively with conflict
Cultural Skills	<ul style="list-style-type: none"> • Words and actions show an understanding of the implications for one's work of Te Tiriti o Waitangi principles and Maori perspective as tangata whenua. • Values and celebrates diversity - showing respect for other cultures and people's different needs and ways of living. • Shows an awareness of gaps in, and a desire to increase, cultural knowledge and inter-cultural practice relevant to one's work. • Accesses resources to make sure culturally appropriate and language appropriate services are provided. • Draws on a client's own cultural resources and support framework
Customer Focus	<ul style="list-style-type: none"> • Is dedicated to meeting the expectations and requirements of internal and external customers • Gets first hand customer information and uses it for improvements in products and services

Competency	Behaviours
	<ul style="list-style-type: none"><li data-bbox="395 271 778 297">• Acts with customers in mind<li data-bbox="395 309 1398 367">• Establishes and maintains effective relationships with customers and gains their trust and respect

Other aspects of capability not covered by the above competencies:

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

Reach, push, pull, lift and carry loads of varying weights (<5kg - 25kg+) on an intermittent basis with / without mechanical assistance, without causing or aggravating injuries to self or others.

Maintain the personal resilience to successfully deal with the issues relating to the medical care of vulnerable people including:

- the possibility of being subjected to verbal or physical abuse
- hearing the case histories of clients including their distressing experiences
- contact with clients who have high and complex needs
- carrying out a high profile function that is open to scrutiny
- fatigue associated with the emotional and mental demands of the role
- needing to maintain professional boundaries
- reflecting on own actions and experiences and learning from them
- recognising and taking care of own physical and psychological needs of safety and security

Maintain an appropriate level of cardio-vascular fitness to participate in strenuous activity for approximately 10% of work time

Maintain an appropriate level of health to work standing or walking for approximately 80% of work time whilst maintaining a high level of energy and involvement with work tasks

Ma tini, ma mano, ka rapa te whai
By joining together we will succeed

Te Whatu Ora is committed to Te Tiriti o Waitangi principles of partnership, participation, equity and protection by ensuring that guidelines for employment policies and procedures are implemented in a way that recognises Māori cultural practices.

We are committed to supporting the principles of Equal Employment Opportunities (EEO) through the provision and practice of equal access, consideration, and encouragement in the areas of employment, training, career development and promotion for all its employees.